

# NIDDK Scientific Conference: Rules and Guidelines

## Travel award

- **8 travel grants** will be awarded to the 2 highest scoring orals (across both days) and 6 highest poster presentations (3 from each day)
  - Postdoctoral fellows and predoctoral fellows (graduate students and postdocs) giving poster presentation will compete in separate categories
    - 2 awards will be granted to the best poster presentations from a postdoctoral fellow from each session
    - 1 award will be granted the best poster presentation from a predoctoral fellow from each session
- Winners will be announced at the closing ceremony
- **Eligibility:**
  - You must be an NIDDK fellow
  - You must present an oral or poster presentation at the conference
  - You must volunteer to judge at one session
    - You will be contacted to judge a session that you do not compete in
    - Volunteering to judge multiple sessions is appreciated but will not affect your eligibility

## Abstract Submission

- **Due date:** Abstracts are due by March 8, 2019.
- **Title Length:** 250 characters or less, including spaces
- **Abstract Length:**
  - Your abstract must be 2,500 characters or less, including spaces and carriage returns
  - Special characters such as equations, Greek letters, or special symbols are permitted
- **Contents:**
  - Your abstract should include:
    1. Scientific background
    2. The research question(s) / Hypothesis
    3. Experimental design / Methodology
    4. Results
    5. Conclusions and their implications
  - Abstract should be written to a general audience from different disciplines.
  - Your abstract can be one that you have previously submitted (e.g. conference submission, Postbac poster day or the FARE award) as long as it follows the above guidelines.
  - Registrants should not submit more than one abstract

## Selection of NIDDK fellow's oral presentations

- **Eligibility**
  - All fellows are encouraged to present at the conference.
  - However, fellows that had an oral presentation the previous year will not be eligible to give an oral presentation this year. Please refrain from applying to an oral presentation if you presented at the last meeting.

- **Selection**

- Abstracts selected for an oral presentation will be judged based on the required content:
  - Does the scientific background provide sufficient information to support the scientific question?
  - Is the research question clearly described, based on existing data, and important to the field?
  - Is the experimental design clearly described, appropriate, and leads to the researcher's arguments?
  - Are the results stated clearly and lead to the researcher's conclusions?

## Oral Presentations

- **Keynote Speakers**

- Thank you for agreeing to attend and speak at our conference
- **Length:** No longer than 50 minutes, NOT including questions
  - A moderator will stand up 2 minutes prior to the end of your talk to signal that you are approaching your time
  - The audience will have up to 10 minutes to ask questions

- **Invited speakers (PIs and staff scientists)**

- Thank you for agreeing to give the opening talk of your designated oral session
- **Length:** No longer than 15 minutes, NOT including questions
  - A moderator will stand up 2 minutes prior to the end of your talk to signal that you are approaching your time
  - The audience will have up to 5 minutes to ask questions

- **Selected speakers (Fellows)**

- Congratulations on being selected to present your work
- **Length:** No longer than 15 minutes, NOT including questions
  - A moderator will stand up 2 minutes prior to the end of your talk to signal that you are approaching your time
  - The audience will have up to 5 minutes to ask questions
- **Content:** Your presentation should provide sufficient background to understand the research question, clearly describe methodology employed, and show all results needed to support any conclusion(s) being made. Be sure to discuss the significance of the question(s) being addressed and why the method(s) used was selected.
- **Scoring:** See rubric for judging criteria

- **General information**

- A Mac laptop and PC will be provided for you along with a laser pointer and microphone
- We ask that all speakers arrive **10 minutes** before your session to upload your slides on the computer and to introduce yourself to the moderator

## Poster Presentations

- **Size:** Poster must fit on a 4' x 6' board
- **Length:** Be prepared to give a 10-minute presentation, not including questions, of your poster to judges
- **Content:** Poster should provide (1) sufficient background to understand the research question(s) and its significance; (2) clear description of methodology; (3) results needed to support any conclusion(s) being made; (4) conclusions and their implications.  
Be sure to address the above points in the body of your poster and in your presentation.
- **Scoring:** See rubric for judging criteria
- **Printing:**
  - **Bldg 3, 2<sup>nd</sup> floor.** Maximum poster width is 42". To make an appointment, call the main line at 301-496-5100 or email Sabrina Intorant ([intorantats@mail.nih.gov](mailto:intorantats@mail.nih.gov)) and/or Kimberly Williams ([krwilliams@mail.nih.gov](mailto:krwilliams@mail.nih.gov))
  - **Building 10 / 9C248.** To make an appointment, call 301-496-1721 or email Tanya Brown ([brownty2@niddk.nih.gov](mailto:brownty2@niddk.nih.gov))
  - **Bldg 10 / B1S235.** Maximum poster width is 42" or 36" depending on the printer used. To make an appointment, call 301-402-6301
  - **Note:** Make an appointment early. These services are free so Many people use them.
- **General information**
  - Please hang your poster the morning of your poster session and remove your poster at the end of the day
  - Tacks for hanging will be provided on the poster boards

## Moderators

- A moderator will be at each session to aid in set-up, introduce speakers, and facilitate questions
  - If you are interested in moderating a session, please contact Lorraine Moore ([LorraineM@intra.niddk.nih.gov](mailto:LorraineM@intra.niddk.nih.gov))
- **Instructions**
  - Check-in at the registration table to receive instructions regarding computer sign-on, location of laser pointer, and additional instruction regarding the use of equipment
  - You are expected to show up at least 10 minutes before the session you are moderating to ensure that all presentations are uploaded on the provided computers
  - Other responsibilities:
    - **Introduce speakers**
      - **Keynotes** – Formal introduction
      - **Oral sessions** – Name and title of talk
    - **Facilitating questions** – If there are none from the audience have one prepared to ask
    - **Keeping session on time** – Make sure to keep track of how long a speaker is presenting and stand up ~2 minutes before their time is up. Before the talk remind the speaker the length of the talk and that you will stand up 2 minutes before the end. If a speaker begins to go over, ask them politely to wrap up their presentation.